

Checklist For Applications Under \$100,000

CHECKLIST FOR APPLICATIONS UNDER \$100,000 ITEMS TO BE SUBMITTED

SF-424 APPLICATION FOR FEDERAL ASSISTANCE, with original signature, including:

_____ SF-424A, Budget by categories and indirect cost rate

_____ SF-424B, Assurances for non-construction programs

_____ NUMBER OF COPIES: Original and 1 copy

_____ DEBARMENT AND SUSPENSION CERTIFICATION

_____ EPA FORM 4700-4 PREAWARD COMPLIANCE REVIEW REPORT

_____ ABBREVIATED WORK PLAN AND RESUME:

The narrative work plan should not exceed five (5) pages in length. The work plan must include a summary of specific objectives, expected outcomes and deliverables; and discussion of the budget and how the budget relates to the objectives. Resume should not exceed an additional two (2) pages.

_____ QUALITY ASSURANCE NARRATIVE STATEMENT, if applicable

_____ KEY CONTACT LIST

_____ APPLICATION RECEIPT LETTER, with your address filled in

ADDITIONAL INFORMATION TO BE SUBMITTED IF APPLICABLE

(1) If you are submitting your application under the Federal Demonstration Project, please indicate it in block 11.

(2) If your project requires an Environmental Impact Statement or Environmental Assessment, or both, please indicate it on a separate sheet of paper.

(3) If your project involves human testing studies, please indicate it on a separate sheet of paper.

(4) If your project involves animal testing studies, please indicate it on a separate sheet of paper.